Guidelines for Completion of the non-SEA TRIAL Project Form

1. **Title:** Select a title that clearly describes the technology, process, or capability that is the focus of your project.

2. **Classification:** Select from the drop down. Remember STIMS is meant as a vehicle for sharing information, please do not over classify**.**

3. **Distribution Limit:** If an initiative is classified, select the appropriate distribution limit from the drop down

4. **Pillar:** Select a pillar from the drop down that is most closely related to the project's objectives.

5. **Primary Point Of Contact:** The primary POC will be the authoritative leader for the project. Provide their:
   a. Name
   b. Organization
   c. Phone number
   d. Email addresses (NIPRNET and SIPRNET)

6. **Contributing Organization:** This entry allows the primary POC to identify an individual who will be providing significant technical, operational or programmatic support for the project. This is often used to document SYSCOM support. If applicable, provide their:
   a. Name
   b. Organization
   c. Phone number
   d. Email addresses (NIPRNET and SIPRNET)

7. **Project Description:** Provide a concise, accurate, statement of the project's purpose and what technology, process, and/or CONOPS/concept will be evaluated. Be sure to include:
   a. A description of the operational context (concept/CONOPS) in which this capability will be employed and how this particular project will highlight the benefits of employing this capability?
   b. How this capability differs from what currently exists?
   c. What mission capability package (MCP) gaps or Fleet requirements will be addressed by the project's proposed capability?
   d. What will the project attempt to demonstrate or prove (objectives)?
   e. What is/are the deliverable(s) of this project?
   f. What analysis products will be developed and delivered after the project is completed?

8. **Estimated Completion Date:** Estimated date of when the project will be completed.